

# Application form for MCIAT Professional Assessment



To apply for Chartered Membership you must meet one of the following criteria. Please specify:

- ~~CIAT Accredited Honours or Masters degree and sufficient relevant evidence~~
- ~~Related honours degree or equivalent and sufficient relevant evidence~~
- ~~Other relevant academic qualifications or professional qualifications (e.g. Chartered Membership or equivalent of a related professional Institute) and/or sufficient relevant evidence~~

However, each application will be considered on an individual basis. Please contact [membership@ciat.global](mailto:membership@ciat.global) for further guidance in relation to your circumstances.

Sufficient relevant evidence is defined as: professional experience to demonstrate ability to function in your field of expertise, using the Professional Standards Framework and related skills stated in the Candidate Guidance notes against the core functions; designing, managing, practising and developing (self).

Sufficient relevant evidence will be determined by a CIAT Member Panel, which will review and assess your application. The CIAT Member Panel is moderated by appointed Moderators to ensure consistency.

You are required to:

- complete all sections of this application form;
- read a copy of the Institute's Code of Conduct;
- provide copies of academic and professional qualification/s attained;
- submit supporting evidence to corroborate your application and
- submit the appropriate payment (£350)

Before completing the application form, please ensure that you have read the Professional Standards Framework and the Candidate Guidance notes for Professional Assessment, which include the related skills statements. Failure to complete all sections of the form and/or to provide sufficient supporting information will result in a delay in the processing of your application. All applicants must comply with the Institute's Code of Conduct before any assessments can be undertaken. Once successfully assessed, the Institute will contact you in relation to the scheduling of your Professional Assessment Interview.

## Section A: Personal details

Surname	
Forenames	
Date of birth	
Membership grade and number	Associate

Home address	
Email address	
Telephone number/s including mobile	

**Section B: Progression mechanism**

It is important that you select your **primary** area of practice/experience:

<input type="checkbox"/> Design	<input type="checkbox"/> <del>Specialist</del>
<input type="checkbox"/> Academic	<input type="checkbox"/> <del>Research</del>
<input type="checkbox"/> Other (please detail)	

**Section C: Current employment/practice status**

Job title	Architectural Technologist
Description of current role, responsibilities and functions	<ul style="list-style-type: none"> <li>• Project leader</li> <li>• Team output management</li> <li>• Quality control</li> <li>• Client &amp; consultant liaison</li> <li>• Assisting in the production of detailed design stage information</li> </ul>
Employer/practice name	XXX
Employer/practice address	XXX
Work telephone number	XXX
Work email address	XXX

**Section D: Previous professional experience**

Please provide details of <b>relevant</b> roles, responsibilities and functions performed in previous employment	From	To
Junior Architectural Technologist <ul style="list-style-type: none"> <li>• Assisting in the production of detailed design stage information</li> <li>• Concept development</li> <li>• Measured site surveys</li> <li>• Project package running</li> <li>• Consultant liaison</li> <li>• CPD co-ordinating</li> </ul>	May 2014	October 2016

## Section E: Qualifications

<b>Academic qualification/s and levels, professional qualification/s or memberships and Continuing Professional Development (CPD) certification. Your evidence of CPD should relate to section G</b>	<b>Year of qualification</b>
BA (Hons) Architectural Technology – Upper Second Class Division (2:1)	2013
Health & Safety Before and Beyond the Regulations	2021
Natural Mineral Rainscreens	2021
Balcony & Terrace Flooring: Design & Compliance	2021
Guide to Different Types of Screeds	2021
Fee Proposals	2021
Glass Reinforced Facade Solutions - Design and Specification	2021
Architectural Glass Solutions	2021
Working at Height Regulations	2021
Mitigating Climate Change Through Urban Tree Planting	2021
Designing For Manufacturer (DfMA)	2021

## **Section F: - Stage 1 - Educational Standards**

The educational experience and underpinning knowledge is based upon CIAT Accredited Honours and Masters Degrees and as such holders of these awards are exempt from this section as having achieved the necessary standard through study. However, those applicants who do not possess an Accredited award must demonstrate how their educational awards and/or experience satisfy the *Educational Standards (Stage 1)* listed **within the Professional Standards Framework**.

**The summary should specifically relate to the discipline of Architectural Technology and must consist of at least 3000 words but no more than 5000 words in total and provide references to any relevant supporting evidence that demonstrates your knowledge.**

**If you have a CIAT Accredited Honours or CIAT Masters degree you are exempt from this section.**

EXEMPT

## **Section G – Stage 2: Practice Standards - Practice Assessment**

The Practice Assessment process assesses the performance of practitioners that work across a range of functions and allows candidates applying for Chartered Membership to use their experience in their chosen field/s to demonstrate their capabilities.

Applicants must demonstrate their practice experience and directly correlate this to the four core areas listed in the Practice Standards (Stage 2) **within the Professional Standards Framework**.

Please provide a summary of your practice experience, past or present, which specifically relates to the discipline of Architectural Technology and should consist of at least 1000 words but no more than 2000 words in total.

For each core four area you must describe how your experience demonstrates a comprehensive application of each area within your sphere/s of practice in Architectural Technology. The evidence must corroborate the information provided in this application and **demonstrate your professional experience. This evidence will be assessed prior to your Professional Assessment Interview by a Member Panel.**

## Designing

### **XXXX Creekside**

I was responsible for producing several detail packages including building envelope plan details, section interface ground floor details and external features such as green walls and external stairs (1.4) Co-ordination with adjacent systems and levels was required to properly inform the details. In order to make the design more economical for the client, I established a series of rationalised detail types which could be repeated around the facade (1.3).

I was also involved in the co-ordination, reviewing and commenting of sub-contractors proposals (1.1 & 1.2).

### **XXXX Riverside**

I was the Project Leader also involved in the hands on designing of the following packages which had to conform NHBC standard and Approved Documents:

- Ground Floor details
- Window Details
- Balcony Details
- Roof Details
- Fire Strategy

(1.6)

The client wanted to explore design options for a ground floor expansion. The proposal had to satisfy the client brief and consider buildability, client budget, architectural merit, structural integrity and M&E requirements. I provided design options to the client with the various pros and cons outlined including cost/quality aspects. I calculated the required time and fee to charge the client as a result of the instruction (1.7).

Late in the design process the client instructed a review of the apartment layouts. I reviewed the layouts with the various client departments including marketing, construction and commercial. This was an invaluable contribution to my professional development as i gained a direct insight into how a property developer thinks in terms of sales and a deeper understanding of both end-usability and construction sequencing (1.8).

The client wanted to install the metal stud frame for the external wall before the stone cladding had been procured. I overlaid the metal stud frame design with the stone cladding design once received to highlight where amendments were needed on-site in advance of the stone cladding being installed (1.9)

I researched and specified a proprietary hanging brick system that would achieve the consented design intent for the inset balcony wall reveals and installed safely by hand as the client did not want to use mechanical lifting. As the units were manufactured off-site the configuration of the brick slips had to allow for on-site adjustment to tie in with the brick coursing. I requested that the sub-contractor included allowed for an additional angle in their price to allow co-ordination with the soffit. I liaised with the brick sub-contractor to confirm the coursing and I provided a sketch to all parties which formed the basis for the hanging-brick design. I reviewed, commented and co-ordinated the manufacturer's proposals (1.10)

**XXXX Park**

I ran the drylining package and was guided by the Technical Lead. I liaised with the drylining specialist and other consultants throughout the design process (1.11.1). Sequencing, in particular, was considered - an example was where we had to allow for sections of wall to be left down and then built from one side after the off-site manufactured bathroom pods had been connected to services (1.11.2). The drylining specialist would review proposals and comment accordingly (1.11.3) which I implemented these into the final pack. (1.11.5).

When designing fire rated ceilings, I considered how to accommodate ceiling fixtures without compromising fire compartmentation performance. I reached a solution with the sub-contractor by providing a sacrificial ceiling below the fire ceiling to accommodate the fixtures (1.11.6).



## Managing

### XXXX Riverside

As Project Lead I managed team outputs and delegated work. I created a communally accessible task list to manage the process (2.1). I maintained clear lines of communication with my team and would relay their questions to the appropriate party as required (2.2).

I attended Design Team Meetings (DTMs) where project matters were discussed. I prepared progress reports and presented to the client during the meetings (2.3) (2.4).

For client changes to design considered as additional works to what was agreed in the appointment documents, I would review and agree the required timescales to complete the works with the Project Director and calculate the chargeable fee in a Design Change Control (CCO) document which was issued to the client for approval. I filed approved CCO documents for future record (2.4A).

Matters discussed verbally were followed up with e-mails and notes to the client for record and clarity of what was discussed (2.4B)

In a DTM the client did not issue a clear instruction to change the external wall insulation to a non-combustible type. I raised the question later on as to whether or not the insulation was changing at which point the client claimed he instructed it in the DTM recorded in item 5.5 of the meeting (2.6.2). I discussed this verbally with a colleague and e-mailed to the Project Head of Delivery for record (2.6.1). I discussed with the client who then issued an instruction and requested a comparison drawing (2.6.3 & 2.6.4). I then issued a fee proposal to the client for approval (2.6.5 & 2.6.6). The client instructed the team to progress the designs based on the new build-ups as noted in DTM minutes item 6.6 (2.6.7) The client accepted the fee proposal thereby resolving the conflict - I forwarded the accepted fee proposal to the accountant at XXX to update the project finances (2.6.8 & 2.6.9). I liaised with the manufacturer of a non-combustible insulation material to conduct U-Value calculations and advise the wall thickness changes (2.9.1). This was communicated back to the client and the architectural practice I was collaborating with (2.9.2)

Another instance of conflict resolution was when the client wanted a set of drawings completed in a short space of time and questioned why they were not complete already. I explained and proposed a solution to the client (2.6A)

The client provided a brief that I worked to (2.7.1) and throughout the design development process I discussed proposals with the various client departments and design team consultants while maintaining a clear line of communication with my team (2.7.2).

To expedite a Section 96A application approval I produced a comparison document so that the planning officer could easily understand the design changes (2.7.3).

Early on in the project I sent the client an exemplar drawing from another successful project to gauge if they would be interested in adopting for this project thereby adding value (2.10)

I collaborated with sub-contractors to co-ordinate designs. These included the window manufacturer (2.11), the hollow-core plank manufacturer (2.11.2), the metal stud sub-contractors (2.11.3) and the ground floor stone cladding manufacturer (2.11.4).

**XXXX Park**

My role on this project included running the dry-lining package. I was guided by the Technical Lead via mark-ups (2.5.3) which I implemented. I also ensured queries from team members were relayed to the Technical Lead if required (2.5.2). I created a tracker document to manage the process (2.5.1).

The client asked to explore a change to a wall design. I reviewed this with the dry-lining specialist and provided a mark-up to the client illustrating the required amendment to the design. (2.12)

The client also asked us to explore a different ceiling design. I liaised with a manufacturer to obtain a specification. (2.13)

## Practising

### XXXX Creekside

I worked on modular system connection designs during RIBA Stage 4 (3.1).

I analysed the Construction Design and Management (CDM) risk register and communicated hazards using Building Information Modelling cross referenced to the CDM risk register (3.6)

### XXXX Riverside

I implemented habitat boxes into designs to mitigate environmental impact. I considered environmental factors including daylight, artificial light, orientation, and proximity to transport infrastructure. I obtained environmental consultant comments on proposals and challenged the inclusion of the Starling bird as this species is known for excessive amounts of droppings creating a potential social issue (3.2)

A consultant was not appointed to carry out specialist design work. I discussed the issue internally and with the client to resolve (3.5)

I completed a CDM checklist which identified hazards, risks and proposed control measures where possible (3.7.1). I indicated roof fall protection systems on drawings and commented on the specialist sub-contractor package (3.7.2)

I oversaw the Access & Control Strategy creation, assessed designs, created and submitted the SBD application (3.10)

One of the NHBC conditions required the roof waterproofing membrane be confirmed as suitable by the manufacturer regarding the Structural Engineer's roof structure assessment. I provided the roof system manufacturer with the Structural Engineer's Design Report. I issued the manufacturer's analysis report to NHBC (3.11)

I utilised the Nationally Described Space Standards (NDSS) for checking compliance of apartment Gross Internal Areas (GIA) and proposed solutions for my team to explore (3.13)

I liaised with local authorities and implemented their guidance documents into the development of refuse strategies (3.14)

Several factors affect project implementation, including resource management, negotiation and agreement of contract terms & conditions and budget control. I communicated my concerns with available resources to the Project Director (3.3). Resource management is also covered in the 'Managing' section of this application

I have used the contract negotiation process on the XXXX Riverside project as a case study:

- Written confirmation of fee acceptance was required from the client in order to begin project works (3.4.1)
- The client wanted the 'Architect' to design M&E layouts for apartments which fell outside the scope of expertise. An alternative option was proposed to the client (3.4.2)
- The Personal Indemnity insurers were sent the contract drafts and their comments were considered (3.4.2)
- The contract concerned was compared to other contracts with the same client to identify differences and inform comments. (3.4.3)
- Further negotiation took place after comments were issued. My employer decided to work at risk until the appointment documents were signed. (3.4.4)
- I clarified my chargeable rate per hour in order to calculate additional fees within a Design Change Control Order (CCO). (3.4.5)

<p><b>Developing (self)</b></p>	<p>I created Design Change Control Orders (CCO's) which detailed fees for client instructions considered as additional to work detailed in the appointment contract documents. <b>(2.4A)</b></p> <p><b>XXXX Park</b> I mitigated the risk of falling from height during construction by making provision for a wall system that could be built from non-shaft side (denoted as CWT-04) <b>(3.8)</b></p> <p>I developed the Access &amp; Control Strategy which adopted the Secured By Design (SBD) regulatory framework. I met with the Designing Out Crime Officer (DOCO) to review designs and establish security requirements. I discussed design developments, requirement conflicts and areas of uncertainty with stakeholders <b>(3.9)</b></p> <p><b>XXXX Valley</b> I reviewed client changes to apartments against the Approved Documents. I detailed unachievable changes due to compromised compliance with relevant Approved Document clauses in a report for the client <b>(3.12)</b></p> <hr/> <p>I chair the AT Group at my workplace, set up for Architectural Technologists who are progressing MCIAT applications. I organise fortnightly meetings where everyone provides an update on the progress of their applications and discusses individual needs. I lead the group discussion on architectural technology as a discipline within the workplace and individual work experience in terms of content and variety and how this can be improved <b>(4.1)</b></p> <p>For the <b>XXXX Riverside</b> project, I ensured the Senior Architectural Technologist reviewed each drawing and signed the drawing issue register which was issued to the client. This proved to the client that the proper quality assurance process was being adopted. <b>(4.2)</b></p> <p>I have referred to exemplar work within the practice as a reference for drawing formats in a live project to ensure it meets the same quality standard. I have also referred to other consultant drawings if the client had advised that these were to be adhered to <b>(4.4)</b></p> <p>On the <b>XXXX Park</b> project, I asked the Technical Lead to review designs and ensured his comments were captured. I sought advice and guidance from him whenever I was unsure of something. I also liaised with the other consultants on the project to obtain comments/advice to ensure designs proposals were properly informed and correct <b>(4.3)</b>.</p> <p>I created and presented a training session on drylining in partnership with the Technical Lead. The practice had not been involved in a drylining package of the scale or detail as I had on the <b>XXXX Park</b> project before so I wanted to improve practice knowledge for application to other projects. Feedback received from attendees was positive. <b>(4.5)</b></p> <p>My annual performance review comprises identifying professional development needs and aims in the strive to continuously develop as a professional. I identify plans for how these can be met with my line manager. Timescales for achieving the aims and what my employer can contribute is agreed. The plan is then signed off by my line manager <b>(4.6)</b></p>
---------------------------------	--

I identified a gap in my knowledge and understanding of contract types as it is not something I typically deal with or have exposure to. I organised an educational style paper and exam style questions to be created by an external consultant which I studied and completed for assessment by the external consultant (4.7)

I regularly attend CPDs and training sessions to ensure my knowledge and understanding of the industry is kept up to date and to identify what can be brought to both my own work and the practice. A practice-wide structured training programme is created and released by my workplace which I utilise as my own CPD plan for the forthcoming subscription year (4.8)

## Section H: Declaration of applicant

I submit this form and additional documentation as an accurate record in support of my application for election or re-election to Chartered Membership of the Chartered Institute of Architectural Technologists. I fully understand the requirements for membership as set out in the Code of Conduct. I agree to accept the decision of the Institute regarding my eligibility for election.

Any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. It could also result in your file being passed to the Chief Executive and Honorary Secretary for further investigation under the Institute's Code of Conduct.

If elected to Chartered Membership, I will continue to abide by the rules and regulations specified in the Institute's Charter, Byelaws, Regulations\* and Code of Conduct, and any other directive issued by CIAT. If you do not have a copy of these, please contact the Membership Department.

I will keep CIAT informed of any change in my circumstances in writing, which may affect my membership.

Prior to attending the interview any applicant in private practice as sole practitioner, partner, principal, director or LLP member, this includes advice/services to friends or family, paid or unpaid, full or part time, must obtain formal registration with the Institute by completing the Practice Profile Form for profile candidates, obtaining approval of their business stationery and providing evidence of current professional indemnity insurance showing expiry date.

**Only applicable to Associate or Technician members:**

In compliance with the Institute's Code of Conduct I confirm that I am not offering architectural services or advice.

\*Available from CIAT on request or from [http://www.ciat.org.uk/en/the\\_institute/about-ciat/ciats-charter/](http://www.ciat.org.uk/en/the_institute/about-ciat/ciats-charter/)

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Disclosure**

All personal data will be held in keeping with General Data Protection Regulation principles. If you have any queries or requests then contact [membership@ciat.global](mailto:membership@ciat.global). Our Privacy Policy can be viewed at [ciat.org.uk/privacy-policy.html](http://ciat.org.uk/privacy-policy.html) — **N.B.** You cannot elect to be excluded from CIAT related mailings (via mail or email).

**Section I: Declaration of Referee**

I am a current Chartered, Corporate or full member of CIAT or a construction related Institute and am willing to act as referee in support of this applicant, as I consider him/her to be suitable for election or re-election to Chartered Membership. The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant.

Signature of referee:

Date:     /     /

Name of referee:

Job title of referee:

Professional qualification/s of referee:

Email of referee:

Address of referee:

**Checklist for applicants:**

- all sections of the application form are complete
- enclosed copies of academic qualification(s) and/or professional qualification(s)
- all supporting evidence to be submitted electronically (Dropbox, WeTransfer, Googledrive etc)
- pay the £350 fee (at [ciat.org.uk](http://ciat.org.uk) or via BACS)

Please return the completed application and supporting evidence to [membership@ciat.global](mailto:membership@ciat.global)

For any queries please contact the Membership Department  
 T.+44 (0)20 72782206 E. [membership@ciat.global](mailto:membership@ciat.global) W. <https://architecturaltechnology.com>

**For internal use only**

CIAT Representative	Decision	Date	Name and signature
Central Office	Checked and approved		